



Boston Dream Center | Operations and Outreach Manager

More than a job...it's a calling

Part Time Operations/Outreach Manager (18-20 hours a week)

Boston Dream Center is hiring a person who can effectively coordinate and run our day to day operations and outreach ministry.

Outreach Ministry is on the front lines of Boston Dream Center. Engaging with people right where they are, bringing love, care, compassion and kindness to each one. We love everyone. Always.

Our home base and operations is the first point of contact for many people who come to Boston Dream Center. It is vital in the role of providing care and communication to those we interact with.

You are:

Passionate about reaching the lost and the most marginalized in the inner city; the homeless, urban poor, those dealing with addiction and those in prison.

Passionate about fulfilling the mission and vision for Boston Dream Center.

A humble influencer with excellent interpersonal skills.

Able to train and lead, effectively live out our Core Values as well as help to instill them in those you lead.

Passionate about leading people to fall in love with Jesus and his mission in Boston.

Able to work effectively within a team environment and meet fast paced deadlines.

Able to receive, process, and apply constructive feedback without an emotional aftermath.

You will:

Office Administrative Responsibilities:

- Organize office operations and procedures - day to day work flow
- Train and lead office volunteer team members
- Track, organize and manage all donations including GBFB orders
- Provide support to visitors
- Create and manage files and organize G-Drive Folders as needed
- Create and manage printing projects as needed
- Creation and execution of monthly mailers to donors
- Manage donor mailing list - keeping up to date and current

- Liaison with facility managers when needed
- Keep office clean and orderly at all times
- Manage communications to business clients and thank you notes
- Updates to Facebook, twitter, Instagram
- Creation of annual calendar
- Create and send out year end giving letters and annual report
- File creation to support office operations and work flow

Outreach:

- Working with Executive Director will plan annual calendar for outreaches
- Oversee and execute all outreaches to include all aspects of outreach
- Recruit, coordinate and manage all volunteers (and volunteer teams) for outreaches
- Be available to coordinate Short Term Teams as needed
- Order supplies as needed office and for outreaches
- Be liaison for all of our partner churches and organizations in the city for outreach

Additional Skills Needed:

Proficient Computer Skills in Pages, Excel, Numbers and Keynote preferably.
Self starter - able to think independently and initiate work and projects as needed.
Great attitude and giving spirit.
Must love people!
Willing to laugh and have fun often!

Benefits:

A Culture of ongoing development, personal health and well being.
One week of paid vacation every 6 months. (What?? With a Part time job??) Yes!
Monthly expense account for team building
Team events, training opportunities and leadership development.